

General Policies and By-Laws

Tremont Board Of Selectmen

1. Meetings

- a. The Selectboard shall meet regularly, at least once in every month, at such time and place as the Selectboard may prescribe.
- b. Regular Meetings. Regular Meetings shall be held on the first and third Mondays of each month at 5:00 PM in the Harvey Kelley Meeting Room of the Tremont Town Office, except that by vote of the Selectboard one regular meeting may be omitted in any month, and the time and place of meetings may be changed.
 - i. When permitted by state law, regular meetings may occur via remote meeting software, such as Zoom.
- c. In the event of inclement weather, the decision of whether to cancel a meeting is at the discretion of the Chair.
- d. Public notice of any such change shall be given as far in advance as is practicable.
- e. Special Meetings. Special meetings may be held on the call of the Selectboard Chair, Town Manager, or three or more members. To the extent practicable Selectboard members shall be consulted as to a convenient time.
- f. Order of Business. At regular meetings the following shall be the normal order of business:
 - i. Call to Order
 - ii. Roll Call
 - iii. Adoption of Agenda
 - iv. Public Hearing (if scheduled)
 - v. Approval of Minutes
 - vi. Approval of Warrants
 - vii. Committee Appointment (if scheduled)
 - viii. Financial reports (at second meeting of the month only)
 - ix. Regular Business
 - x. Town Manager's Report
 - xi. Suggestions for Next Meeting

- xii. Setting the date of the next meeting
- xiii. Executive Session (may be moved to after Adoption of Agenda)
- xiv. Adjournment

2. Agenda

- a. Preparation. The agenda for regular meetings shall be prepared by the Town Manager in consultation with the Chair. Selectboard members may request items be added to the agenda through one of three methods.
 - i. Request that it be added to a future agenda during a meeting. If the Chair refuses to add an agenda item, that item may be added to a future agenda by a simple majority vote of the Selectboard.
 - ii. Request that the Chair add it to an agenda
 - iii. Request that the Town Manager add it to an agenda. However, the Town Manager may require that the requesting member go through the Chair.
- b. Distribution. Copies of the Agenda shall, if possible, be distributed to members not later than 5:00pm on the Friday before the meeting and shall at the same time be delivered for posting on the bulletin board in the Town Office and at the Bass Harbor, Bernard, and Seal Cove Post Offices, and shall at the same time be emailed to others who have requested such copies in writing.
- c. Deadline. Items for inclusion on the agenda shall be given to the Town Manager not later than 4:00 p.m. on the Wednesday preceding a Monday Selectboard Meeting or, if the meeting is on another day, at a corresponding time. Thereafter no items may be added; except that by the affirmative vote of a majority of the members present, the Selectboard may add items where:
 - i. Significant inconvenience may result if the matter is postponed; or
 - ii. The routine nature of the request is expected to be of little public interest.
- d. Amendment. Upon the vote of a majority of members at any point in the meeting, Selectboard may change the order of business.

3. Officers

- a. The Board of Selectmen shall elect a chair and a vice-chair. The duties of these offices shall be as described in this policy.
- b. The term of the Chair and the Vice-Chair shall expire at Town Meeting, unless otherwise specified.
- c. Election of the Chair and the Vice-Chair shall require nomination. A nomination does not require a second. A simple majority shall elect the Chair and the Vice-Chair.

4. Procedure. All meetings shall be conducted in accordance with the latest version of Robert's Rules of Order, except as modified or clarified in the following respects:
 - a. Quorum. Three members of the Selectboard shall constitute a quorum for purposes of conducting an official meeting and transacting municipal business.
 - b. Attendance. Three unexcused absences in a row require submission of resignation
 - c. Majority. The required majority to effectuate the passage, adoption or enactment of an item shall be a simple majority of a quorum.
 - d. Public Hearings – The following guidelines will apply to all Public Hearings and, at the discretion of the Selectboard Chair, may be read prior to opening a public hearing. The Selectboard strives to give everyone an equal opportunity to be heard, therefore:
 - i. During public comment you are allowed three minutes to speak with a two minute follow up after everyone has spoken once, and if time allows. An exception is: if Selectboard has a question for the speaker, their response is excluded in this time limit.
 - ii. Upon being recognized to speak:
 1. state your name and address.
 2. Please be brief and to the point.
 3. Be respectful. That includes not applauding or other audible reaction to speakers.
 4. Please refrain from side conversations and other distractions.
 5. Remember that a public hearing is a chance to comment on an item and not a forum for debate or questions and answers.
 6. Informal discussion of a subject is permitted even while no motion is pending.
5. Chair Votes. The Chair shall have all the rights and duties as to voting as any other member, may make and second motions, and may speak in discussion without leaving the chair.
6. Limiting Debate. There is no limit to the number of times a member may speak on any question, except when action has been taken to limit or close debate.
7. Tied Votes. In the event of a tied vote, the motion fails to pass. Accordingly, a motion to reconsider is not required prior to the making of a subsequent motion.
8. Executive Sessions. The Maine Freedom of Access Law, 1 MRSA 405, states that “Executive sessions may be called only by a public, recorded vote of 3/5 of the members present and voting. . . . A motion to go into executive session must indicate the precise nature of the business of the executive session and include a citation of one or more sources of

statutory or other authority that permits an executive session for that business.” Accordingly, the following chart shall apply:

Members Present & Voting	3/5	Affirmative votes required
5	3	3
4	2.4	3
3	1.8	2

9. Vote Required. Each member in attendance shall vote on all issues and questions presented for vote except when a valid conflict of interest clearly exists. If any Member does abstain from a vote other than because of a recognized conflict of interest, they shall be considered to have cast a vote with the majority and the record shall so show. If a Member abstains, they shall briefly state their reason for abstention and leave the Selectboard table. They may remain in the audience and participate as a member of the general public.

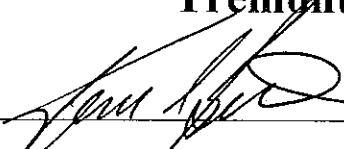
- a. Rule Amendments. Any rule described in this policy, except those which are required by statute, may be waived on any occasion by an affirmative vote of three members.

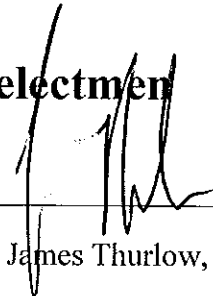
10. Selectboard interaction with Town employees

- a. Selectmen shall not individually direct the Town Manager.
- b. Selectmen shall deal with the administrative services solely through the Town Manager and shall not give orders to any subordinates of the Manager either publicly or privately. *Title 30-A M.R.S.A. § 2635.*

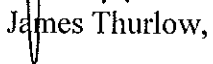
Adopted by the Selectboard on May 17, 2021.


Tremont Board of Selectmen


Kevin C. Buck, Vice Chair


James Thurlow, Chair


Eric Eaton


Howard Goodwin


McKenzie Jewett